

~~CONFIDENTIAL~~
DRAFT

3 April 1967

MEMORANDUM FOR THE RECORD

SUBJECT: CIA Use of Federal Records Center, Suitland

1. In the Spring of 1964, [] CIA Records Administration Officer, and [] discussed with Mr. Everett Alldredge and Mr. Herbert Angel of the National Archives and Records Service the feasibility of storing Intelligence Products and Intelligence Reference Collections for all of USIB in the new Federal Records Center, being planned for construction in Suitland, Maryland. The proposal was considered feasible and it was agreed that a vaulted area in the Federal Records Center would be reserved for this purpose. 25X1

2. Interested parties, including CIA Security, met with National Archives and Records Service representatives on 6 Aug. 1964 (Tab A). They discussed the vault ~~storage~~ requirements, ~~because~~ the MATERIAL TO BE STORED, AND ~~THE REASONS FOR THE NEED FOR~~ VARIOUS SOLUTIONS FOR final specifications were to be submitted to contractors for bidding SERVICE PERSONNEL. ~~Soon thereafter~~. On 25 August 1964 the CIA Office of Security approved the proposal for ^{CIA} storage of Intelligence Products in the Vault at Suitland. 25X1

3. Coordination with USIB members was completed by [] and ~~final approval for~~ the proposal was ~~passed at~~ the USIB COMMITTEE meeting of 4 May 1965. (Tab B). 25X1

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4. The CIA Records Administration Staff intended to assign 3 of its employees to process this intelligence reference collection at the Federal Records Center. When the Agency Budget and Planning Office rejected the request for 3 positions, the Staff asked National Archives and Records Service if their cleared personnel could service

the material. After visiting the Agency Records Center on 9 December 1966, they replied they could not service the material.

25X1 5. On 7 March 1967, [] the new CIA Records
25X1 Administration Officer, [] met with Mr. Angel
and Dr. Campbell at National Archives. Dr. Campbell explained that
he had intended to convey that National Archives and Records Service,
GSA could not service the USIB material and that the material could not
be stored in the Federal Records Center because it did not qualify as
Inactive Records Material. Mr. Angel also explained that he could not ~~#~~
accept our concept that the supplemental distribution copies of
intelligence reports and references were inactive records to be stored
until needed by USIB members. He further indicated that he did not
want non-GSA employees in the vault.


6. We explained that at no time did we intend to deceive or mis-
represent the material to be stored at Suitland. From the very outset
every discussion and reference was to this collection of inactive
intelligence products and reference material available to all members
of the Intelligence Community. It had always been the intention of
this proposal that this storage operation would be the nucleus of a
Central "office of Record" for USIB material, thereby enabling all
USIB members to dispose of their copies of inactive reports, confident
of future availability. Since the Federal [?] Reserve Center would be
~~Records~~ storing material for USIB members this central collection would promote
sufficient disposal actions to provide a net savings in storage space over-
all.

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7. Since the material in question is the responsibility of CIA and the ~~concept~~⁷ of one Central USIB repository does not yet exist, we must still operate on a compartmentalized basis. Consequently, only specifically cleared personnel in restricted areas may handle these intelligence reports. We of CIA have recommended that our section of the vault area in Suitland be compartmented with a personnel barrier type fence. Secondly, we feel three CIA employees should be assigned to work in that compartmented area. Finally, we have examined all of the ~~types~~^{types} of material stored in the CIA Archives and Records Center and we find only this collection can be moved to Suitland. ~~and that~~^{FURTHER,} the reference activity of this material is well within the GSA inactive records standard of 1 reference per 2 ^{cubic feet} ~~sq~~ of material per month.

8. Mr. Angel and Dr. Campbell have no objection to the installation of a personnel barrier provided GSA is not expected to pay its cost. They are not in favor of CIA employees in the vault and would prefer our personnel being assigned to GSA on a reimburseable basis by the Agency so that the Federal Records Center can control and supervise them properly. Mr. Angel finally explained that he might consider storage of the intelligence reports in consideration of the long range potential benefits community-wide. However, he still has reservations and expressed concern that he will be very disturbed if this material turns out to be nothing more than extra copies of publications.

9. Following this clarification of positions the Records Administration Staff re-examined all possible alternatives and submitted the overall problem to the Deputy Director (Support). The records in question (approximately 20,000 cubic feet in size) must be moved this summer (1967) and certainly no latter than this fall. The Assistant Deputy Director (Support) has suggested contacting the Administrator of GSA and requesting an exception to permit storage of this material and its service by CIA personnel at Suitland. The Records Administration Staff has requested another opportunity to discuss the matter with Mr. Angel, to seek some arrangements that will be compatible with the unique requirements of both organizations.


CIA Records Administration Officer

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